

~~CONFIDENTIAL~~

Chief, Management Staff

8 July 1957

Chief, Records Management Staff

Weekly Report - Week Ending 3 July 1957

1. Contributions

a. Tangible

- (1) The Records Center received 129 cubic feet of inactive records and eliminated 72 cubic feet. 5 sections of shelving have been erected in one of the aisles in order to provide for the storage of records until the new addition is completed.
- (2) Completed 16 new and revised forms; 5 forms were made obsolete.
- (3) Assisted the Medical Office in retiring inactive records to the Center.

b. Intangible

- (1) Completed the evaluation of 3 Employee Suggestions.

2. Assignments (Active)

- a. Review of Record Control Schedule, Office of Personnel. ✓
- b. Review of Filing System, Suggestion Awards Staff. ✓
- c. Use of Shelf Filing - Industrial Register.
- d. Use of Shelf Filing - Biographic Register. A Charge-Out folder for use in conjunction with the Shelf File Installation has been selected and an order placed for the required quantity.
- e. Use of Shelf Filing - Office of Security. 1 section of shelving has been installed for test purposes.
- f. Installation of Filing System, OSI. Installation of Subject Numeric System in NE Division started. Review of system installed in AS and Medical Divisions indicates systems working satisfactorily.

g. 14 new and revised forms in process, including a special one for CI/OA/DDP.

h. Use of Shelf Filing CI Staff/DDP.

3. Assignments (Inactive)

a. Review of Records Control Schedule, DDP.

b. Review of Vital Personnel Records.

c. Records Disposition Survey, Commercial Staff.

d. Use of Shelf Filing, Office of Logistics.

4. News

a. 3 members of this staff visited the Business Machines Exhibit of the International Cost Accounts Conference at the Sheraton Park Hotel.

5. Training

a. During the month of June, 532 hours were spent by members of this staff in On-the-Job, OTR conducted and OTR sponsored training. This amounted to 14% of the total available hours.

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MGT/R/RMS/ [redacted] fjm (8 July 57)

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